

A G E N D A

SPECIAL MEETING OF THE BOARD OF POLICE COMMISSIONERS OF THE VILLAGE OF WILLOWBROOK TO BE HELD ON THURSDAY, APRIL 7, 2016, AT 7:00 A.M. AT THE VILLAGE HALL, 835 MIDWAY DRIVE, IN THE VILLAGE OF WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER
2. ROLL CALL
3. VISITORS' BUSINESS - Public comment is limited to three minutes per person
4. OMNIBUS VOTE AGENDA:
  - a. Review and Approve Minutes - Regular BOPC Meeting - December 18, 2015 (APPROVE)
  - b. Review and Approve Minutes - Closed Session BOPC Meeting - December 18, 2015 (APPROVE)
5. COMMUNICATIONS
  - a. Ordinance - Amending the Village Code - Title 5, Chapter 1, Section 5-1-1 - Police; Creation and Composition of Department
  - b. Resolution - Authorizing the Board of Police Commissioners (BOPC) to effect the original appointment of a candidate to fill a vacancy in the rank of Patrol Officer within the Police Department.
6. UNFINISHED BUSINESS
7. NEW BUSINESS
  - a. Discussion and Approval - Hiring of New Patrol Officer to Fill a Vacancy
  - b. Discussion - FTO Completion
  - c. Discussion - New Officer Graduation
8. CLOSED SESSION
9. ADJOURNMENT

MINUTES OF THE REGULAR MEETING OF THE BOARD OF POLICE COMMISSIONERS HELD ON DECEMBER 18, 2015 AT THE VILLAGE POLICE DEPARTMENT BUILDING OF THE VILLAGE OF WILLOWBROOK, 7760 QUINCY STREET, WILLOWBROOK, DUPAGE COUNTY, ILLINOIS

1. CALL TO ORDER

The meeting was called to order by Chairman Schuler at the hour of 7:00 a.m.

2. ROLL CALL

Those present at roll call were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joseph Heery. Also present were Chief of Police Mark Shelton and Executive Secretary Cindy Stuchl.

ABSENT: None.

A QUORUM WAS DECLARED

3. VISITORS' BUSINESS

None presented.

4. REVIEW AND APPROVE MINUTES

Minutes - Regular BOPC Meeting - November 20, 2015  
(APPROVE)

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to approve the November 20, 2015 minutes as presented.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

5. COMMUNICATIONS

There were no communications.

6. UNFINISHED BUSINESS

- a. DISCUSSION AND APPROVE - Board of Police Commissioners Rules and Regulations

BOPC Attorney John Broihier reviewed his comments and suggestions to the changes of the Rules and Regulations. Under Chapter II, Attorney Broihier suggested removing references to

the "Board-approved testing agent because even though the testing agent distributes the application packets, the forms belong to the Commission and are responsible for them. The testing agent does not have the authority to refuse an application; only the Commission does. Under Section 4, Defective Applications, reference to the testing agent can remain since the agent does reply for missing documents.

The commissioners felt that the high school diploma requirement was redundant since Willowbrook requires a college degree. Attorney Broihier advised that some applicants may not have obtained a high diploma if they grew up out of the country or were home schooled. Attorney Broihier recommended leaving that requirement in. The commissioners agreed.

Attorney Broihier advised that the requirement reference to being a certified police officer is against state statute. Since Willowbrook is a non-home rule community, the BOPC must abide by statute in that an applicant can apply if they have an Associate's Degree in law enforcement or criminal justice or a Bachelor's Degree in any field.

Attorney Broihier related that under Section 5, Age Requirements, this reference is again based on state statute and the verbiage must abide by the statute.

Under Chapter III, Attorney Broihier suggesting changing the verbiage under Section 4 from Situation-Based Style Assessment to Assessment/Oral Interview to avoid having to change the Rules and Regulations in the future if the testing process changes.

MOTION: Made by Secretary Landsman, seconded by Commissioner Heery, to adopt the BOPC Rules and Regulations as discussed and amended.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

b. Update - Academy Recruits

Chief Shelton related that he attended the graduation for the current applicant on Thursday, December 17<sup>th</sup>. There were 83 recruits. The two Willowbrook recruits tested in the high 90% of

the class. They will begin their FTO program on Sunday, December 20<sup>th</sup>.

7. NEW BUSINESS

None presented.

8. EXECUTIVE SESSION

- a. Appointment, Employment, Compensation, Performance of a Specific Employee Pursuant to 5 ILCS 120/2(c)(1)

RECESS INTO EXECUTIVE SESSION

MOTION: Made by Commissioner Heery and seconded by Secretary Landsman to recess into Executive Session at the hour of 7:30 a.m.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

The Commission reconvened the Regular Meeting at the hour of 7:47 a.m.

Those present at roll call after reconvening were Chairman William Schuler, Secretary Stephen Landsman, and Commissioner Joseph Heery.

ABSENT: None

Also present were Chief of Police Mark Shelton and Executive Secretary Cindy Stuchl.

9. MOTION TO APPROVE - APPOINTMENT OF NEW HIRE

MOTION: Made by Secretary Landsman and seconded by Commissioner Heery to approve and accept the application of the new hire as presented.

ROLL CALL VOTE: AYES: Chairman Schuler, Secretary Landsman, and Commissioner Heery. NAYS: None. ABSENT: None.

MOTION DECLARED CARRIED

10. ADJOURNMENT

MOTION: Made by Commissioner Heery, seconded by Secretary Landsman, to adjourn the meeting at the hour of 7:48 a.m.

UNANIMOUS VOICE VOTE

MOTION DECLARED CARRIED

PRESENTED, READ and APPROVED,

January 15, 2016

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Chairman

Minutes transcribed by Executive Secretary Cindy Stuchl.

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

**ITEM TITLE:**  
AN ORDINANCE AMENDING THE VILLAGE CODE OF THE VILLAGE OF  
WILLOWBROOK -- TITLE 5, CHAPTER 1, SECTION 5-1-1 – POLICE;  
CREATION AND COMPOSITION OF DEPARTMENT

**AGENDA NO.** 5f  
**AGENDA DATE:** 3/28/16

**STAFF REVIEW:** Tim Halik, Village Administrator

**SIGNATURE:** TE Halik

**LEGAL REVIEW:** Tom Bastian, Village Attorney

**SIGNATURE:** THOMAS BASTIAN TH.

**RECOMMENDED BY:** Tim Halik, Village Administrator

**SIGNATURE:** TE Halik

**REVIEWED & APPROVED BY COMMITTEE:**

YES  NO  N/A

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Former Willowbrook Deputy Chief Mark Altobella will retire from the Village on May 2, 2016. Officer Robert Schaller has been appointed by Chief Shelton to serve as the replacement Deputy Chief. This has created a vacancy in the rank of patrol within the department.

### ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

The next available academy training, if needed, is in early June. Therefore, we would recommend starting the process to hire the replacement officer ASAP. However, this would create an overlap in the number of officers working within the department at one time.

Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

Chief of Police – 1

Deputy Chief of Police – 1

Sergeants – 3

Patrol Officers - 18

Passage of the attached ordinance will serve to temporarily amend the Village Code of Ordinances to reflect the composition of the police department as having nineteen (19) patrol officers (as opposed to 18). This will enable the hiring of a new replacement patrol officer at this time as opposed to waiting until after May 2<sup>nd</sup> and potentially missing the academy training. After May 2, 2016, when the current officer retires, the number of patrol officers within the department will revert back to a total of eighteen (18). The process of hiring the new patrol officers will be completed by the Village Board of Police Commissioners (BOPC).

### ACTION PROPOSED:

Pass the ordinance.

ORDINANCE NO. 16-O-10

AN ORDINANCE AMENDING THE VILLAGE CODE OF THE  
VILLAGE OF WILLOWBROOK -- TITLE 5, CHAPTER 1, SECTION 5-1-1 –  
POLICE; CREATION AND COMPOSITION OF DEPARTMENT

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**BE IT ORDAINED** by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Village Code of the Village of Willowbrook be amended as follows:

**SECTION ONE:** That Title 5, Chapter 1, Section 5-1-1 of the Village Code of the Village of Willowbrook entitled “Creation and Composition of Department” is hereby deleted in its entirety and, in lieu thereof, the following language shall be substituted:

**“5-1-1: CREATION AND COMPOSITION OF DEPARTMENT:** There is hereby created a police department in and for the Village. The police department shall consist of one (1) chief of police who shall be the director thereof, one (1) deputy chief, three (3) sergeants, and nineteen (19) patrol officers. Provided, however, that after the resignation of a current patrol officer, effective May 2, 2016, the number of patrol officers within the department shall be reduced by one (1) and the department composition shall include a total of eighteen (18) patrol officers after that time”

**SECTION TWO:** That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

**SECTION THREE:** That this Ordinance shall be in full force and effect ten (10) days from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED and APPROVED this 28th day of March, 2016.



APPROVED:

Frank A. Tull  
Mayor

ATTEST:

Larry R. Hansen  
Village Clerk

ROLL CALL VOTE: AYES: Berglund, Davi, Mistele, Neal, Orgerio  
NAYS: 0  
ABSTENTIONS: 0  
ABSENT: Kelly

# VILLAGE OF WILLOWBROOK

## BOARD MEETING AGENDA ITEM - HISTORY/COMMENTARY

### ITEM TITLE:

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL APPOINTMENT OF A CANDIDATE TO FILL A VACANCY CREATED IN THE RANK OF PATROL OFFICER WITHIN THE POLICE DEPARTMENT

AGENDA NO. 5g

AGENDA DATE: 3/28/16

STAFF REVIEW: Tim Halik,  
Village Administrator

SIGNATURE: Tim Halik

LEGAL REVIEW: Tom Bastian, Village Attorney

SIGNATURE: THOMAS BASTIAN JR.

RECOMMENDED BY: Tim Halik,  
Village Administrator

SIGNATURE: Tim Halik

REVIEWED & APPROVED BY COMMITTEE: YES  NO  N/A

### ITEM HISTORY (PREVIOUS VILLAGE BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, OTHER HISTORY)

Former Willowbrook Deputy Chief Mark Altobella will retire from the Village on May 2, 2016. Officer Robert Schaller has been appointed by Chief Shelton to serve as the replacement Deputy Chief. This has created a vacancy in the rank of patrol within the department.

### ITEM COMMENTARY (BACKGROUND, DISCUSSION, RECOMMENDATIONS, ETC.)

In accordance with the Village Code of Ordinance requirements, formal direction must be given to the Village Board of Police Commissioners (BOPC) to effect the hiring of a replacement officer. The next available academy training, if needed, is in early June. Therefore, we would recommend starting the process to hire the replacement officer ASAP. However, this would create an overlap in the number of officers working within the department at one time.

Our current police department composition ordinance (Section 5-1-1 of the Village Code of Ordinances) establishes the following as far as number and rank of positions within the police department:

Chief of Police – 1  
Deputy Chief of Police – 1  
Sergeants – 3  
Patrol Officers - 18

Therefore, the ordinance must be temporarily amended to provide for the anticipated overlap period in hiring a replacement patrol officer. The Board must pass an ordinance (to be considered earlier on this meeting's agenda) amending the composition of the Willowbrook police department by temporarily adding one (1) new patrol officer position until May 2, 2016. If this prior amendatory ordinance is not passed by the Board this evening, the adoption of this resolution will not be required and should not be considered.

### ACTION PROPOSED:

Adopt the Resolution, which will enable the BOPC to begin reviewing patrol officer candidates from the current eligibility roster.

RESOLUTION NO. 16-R- 17

A RESOLUTION AUTHORIZING THE BOARD OF POLICE COMMISSIONERS (BOPC) TO EFFECT THE ORIGINAL APPOINTMENT OF A CANDIDATE TO FILL A VACANCY IN THE RANK OF PATROL OFFICER WITHIN THE POLICE DEPARTMENT

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BE IT RESOLVED by the Mayor and Board of Trustees of the Village of Willowbrook, DuPage County, Illinois, that the Board of Police Commissioners (BOPC) is hereby authorized to effect the original appointment of a candidate to fill a vacancy in the rank of patrol officer within the police department.

ADOPTED and APPROVED this 28<sup>th</sup> day of March, 2016



APPROVED:

Frank Smith  
Mayor

ATTEST:

Larry A. Hansen  
Village Clerk

ROLL CALL VOTE: AYES: Berglund, Davi, Mistele, Neal, Oggeseino

NAYS: 0

ABSTENTIONS: 0

ABSENT: Kelly